

- The fees listed below apply to all international students, excluding East African citizens from the following countries: Kenya, Tanzania, Uganda, Rwanda, Burundi, and South Sudan. Please note that international student fees are 20% higher in line with international competitor policies.
- All fees are given in Kenyan Shillings (Kshs.), unless otherwise stated, and include the cost of tuition, practical lessons, demonstrations, facilities and equipment.
- To make ADMI accessible to students from all backgrounds, we offer flexible payment plans to students and their families.
- The school-based accident emergency medical insurance is mandatory for all students, even if the student is covered by another insurance provider.

## DIPLOMA PROGRAMMES CONSISTING OF

5 TERMS



**Animation & Motion Graphics**



**Thereafter, students are placed in a required term-long internship.**

**Diploma students & their families have 3 payment options to choose from:**

TOTAL TERM FEES

**KSHS. 83,400**

1. EARLY REGISTRATION	Pay 100% of tuition and receive a 5% Discount:	Payment Due <b>December 20, 2017</b>	<b>Kshs. 79,230</b>
2. REGISTRATION	Pay 100% of tuition:	Payment Due <b>January 5, 2018</b>	<b>Kshs. 83,400</b>
3. INSTALLMENTS	Pay in 3 installments by the following dates:	Payment 1 Due <b>January 5, 2018</b>	<b>Kshs. 41,700</b>
		Payment 2 Due <b>March 6, 2018</b>	<b>Kshs. 26,220</b>
		Payment 3 Due <b>April 6, 2018</b>	<b>Kshs. 17,280</b>

- **Early Registration Discount does not apply after December 20, 2017.**
- **Late Registration Fee of Kshs.2,400 applies to payments made after January 5, 2018.**
- **Students paying in installments are required to pay an additional Kshs.1,800. This is divided into two payments with Kshs.1,200 added onto Payment 2 and Kshs.600 added onto Payment 3.**

## TUITION COSTS EXCLUDE:



**Honours Project:** Students who have excelled

academically have the option of working with their favourite faculty supervisor to complete a term-long Honours Project. Animation & Motion Graphics Diploma can complete their Honours Projects over the course of their fourth and fifth terms.

**Application Due:** January 12, 2018

**Cost:** Kshs. 30,000

**Payment Due:** January 12, 2018

## INTERNATIONAL STUDENT VISAS

It is the student's responsibility to obtain and purchase the correct international student visa. Further information and advice can be found in our Applying for an international Student Visa Guide, available at [www.admi.ac.ke](http://www.admi.ac.ke).

ADMI is legally required to inform the Directorate of Immigration and Registration of Persons Office when a student discontinues his/her studies at ADMI, regarding of the reason. As a result, if a student is dropped from their programme due to poor academic performance, poor attendance or indiscipline, ADMI will immediately inform the Immigration Office.

## PAYMENT & REFUND POLICIES

**Payment Required to Enroll:** Once you are accepted at ADMI, your place will only be confirmed after you pay the required medical insurance and pay a minimum of 50% of the term fees. All programmes are capped at 24 students. Accepted students are encouraged to enroll as early as possible to secure a place in their desired programme.

**Late Fee Payments:** A late payment fee of Kshs. 2,400 applies to all payments made after January 5, 2018. This also applies for payments that haven't met the 50% threshold. The last day for late registration is January 22, 2018. Students will not be admitted after January 22, 2018.

**Refunds:** All payments are non-refundable and non-transferable to other programmes. ADMI will only refund students if a programme is cancelled, and students and parents will be notified of any cancellations by January 5, 2018. ADMI reserves the right to cancel a programme for operational reasons.



**Late Payments:** Students will not be allowed to attend classes until payment has been made. Non-attendance negatively impacts academic performance. Students who miss 3 or more classes will be required to retake the unit. Therefore, ADMI strongly encourages students and their families to make the payments on time.

**Outstanding Balances:** If a student completes a term with an outstanding fee balance, he/she cannot enroll in another term until that outstanding balance has been paid.

**Deferring a Term:** ADMI encourages students to defer to the next term if they and their families are not confident they are able to pay the required fees by the above deadlines.

**Enrolling in Additional Units:** If a student wishes to pursue an interest outside his/her programme, he/she can enroll in an additional unit. Students are required to inform the administration in writing by January 5, 2018, and pay an additional Kshs. 24,000 per additional unit by January 12, 2018.

**Enrolling in Private Tutoring:** If a student is struggling in a unit and requires additional one-on-one support, he/she can enroll in private tutoring. The student is required to inform the administration in writing and receive written approval from the administration. The price for tutoring is an additional Kshs. 1,800 per hour and payment for private tutoring is required upfront.

**Resit Policy & Payments:** If a student is unable to sit for final exams due to special circumstances, he/she must inform the administration in writing before April 1, 2018. The student is required to pay a resit fee of Kshs. 6,000 per exam. Resit payment for January - April term must be made before May 15, 2018 and resits must be completed by May 30, 2018.

**Retake Policy and Payments:** As a premier institution, ADMI upholds high academic standards. If a student fails a unit, he/she must seek permission to retake a unit. The administration reserves the right to

approve or decline requests on a case by case basis. If approval is granted, the student must pay Kshs. 30,000 for retaking a unit. It should be noted that if a student fails more than 1 unit, the administration reserves the right to dismiss the student from continuing his/her studies at ADMI.

**Fee Increase:** Please be aware that schools fees are liable to increase between 10 and 20% every January to account for inflation and other considerations.

Due to the 2017 election, the Board has postponed the fee increase to the May 2018 term.

Parents and students should plan for fees to increase by **8% for new students** and **3.5% for continuing students**. This increase will apply to all programmes for the May 2018 term.



**Internship & Graduation:** Students are not allowed to graduate if they have not completed and passed all of the required units for their programme.

## SCHOOL-BASED ACCIDENT EMERGENCY INSURANCE +

**Overview:** The school-based emergency insurance is mandatory for all students, even if the student is covered by another insurance provider. Insurance is provided by AAR Insurance, and covers immediate medical attention on campus, including the following: Ground and air ambulance, on-site treatment and stabilization, transfer to hospital, and outpatient care with an annual limit of Kshs. 100,000. This insurance is only for school-based emergencies.

**Continuing Students:** Students enrolled in four-term diploma programmes are required to pay an additional Kshs. 1,500 in their fourth term. Students enrolled in a diploma programme requiring five terms are required to pay an additional Kshs. 2,500. This means that the total amount for school-based emergency insurance is Kshs. 4,000 for a four term diploma programme and Kshs. 5,000 for a five-term diploma programme.

### MODES OF PAYMENT



ACCOUNT NAME	<b>Africa Digital Media Institute</b>
BANK	NIC Bank
BRANCH	Harambee Avenue
ACCOUNT NUMBER	1001137607
BANK BRANCH CODE	110
SWIFT CODE	NINCKENA
ACCOUNT NAME	<b>Africa Digital Media Institute</b>
BANK	Jamii Bora Bank
BRANCH	Kiongozi Branch, Koinange Street
ACCOUNT NUMBER	1001801622002
BANK BRANCH CODE	01
SWIFT CODE	CIFIKENA
Please print your full name, student admission number, programme name and part-time / full-time / certificate status on the back of the bank deposit slip.	
M-VISA	<b>M-Visa ID 466138909</b>
Mpesa Paybill Number: <b>836036</b>	Account Number: <b>Admission Number</b>

**Upon making any payment, please ensure you collect a receipt from ADMI.**